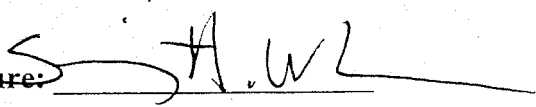


Evaluation of Position Description

Labor Category/FLSA: Nonexempt

 Current Position Description
 X **Proposed Position Description**

Date Prepared: 07/06/03

Approving Official: **Name:** Sheryl A. Wheeler **Signature:** 
Title: HR Specialist

Position Title/Series/Grade: Electrician Helper, WG-2805-05

ORGANIZATION: Division of Property Management

References: Federal Wage System, Job Grading Standards: Electrician, WG-2805, 6/89; Trades Helper Jobs, 11/68.

TITLE AND SERIES DETERMINATION : The incumbent will assists journeyman electrician involved in the installation, maintenance, troubleshooting, and repair of electrical wiring systems and associate fixtures, controls, and equipment in industrial, institutional, office, and residential buildings, and on ships. This position requires a basic knowledge and application of electrical principles, materials, and safety standards. Based on this review, the title and series, Electrician Helper, WG-2805, is the appropriate title and series for this position.

GRADE DETERMINATION: Subject position is performing continuing helper duties evaluated to the WG-05 level in accordance with the above standard.

CONCLUSION: In accordance with the classification practices and titling prescribed in the WG-2805 Series standard. The proper classification for subject job is therefore determined to be Electrician Helper, WG-2805-5.

cuts, bruises, and electrical shock. May be required to wear and/or use protective clothing and equipment in accordance with established health and safety regulations and SOPs.

Works outside and is occasionally exposed to bad weather while loading and unloading vehicle. Is subject to cuts, bruises, and broken bones as a result of accidents while driving or when loading and unloading vehicles. Is exposed to the possibility of serious accidents while driving in all types of traffic and weather

NOTE: Employees are required to observe established safe working procedures. Appropriate protective clothing and/or equipment are provided to minimize or eliminate hazardous conditions, and its use is mandatory.

Installation: National Institutes of Health, Bethesda, MD

Title: Electrician Helper

Occ Series: 2805

Pay Plan: WG

Grade: 05

Introductory Statement: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM in one or more of the subordinate organizational components responsible for the provision of operations and maintenance of NIH facilities. The position requires the incumbent to be flexible in the types of work performed. The position requires the incumbent be able to work under supervision to complete the work assigned.

Duties:

MAJOR DUTIES

1. Working alone or in a group, accomplishes basic work assignments in connection with installing, testing, repairing and maintaining generators, transformers, relays, regulators, switches, circuit breakers, recording instruments, control systems and related equipment. Works under direction of journeyman electrician in high voltage electric vaults and substations, and on underground and overhead high voltage primary distribution systems. Work requires skill in the use of a variety of common electrician hand and power tools and electrical test equipment. Work predominantly consists of assisting intermediate and journeyman workers in electrical equipment testing, maintenance and repair. Work involves carrying tools, equipment and other materials to the work site; making preparation for work to be done, whether in the shop or garage areas or in the field; providing assistance in the holding, rearranging, moving or otherwise positioning equipment for ease of access; preparing sites or areas for equipment installation; and, performing the simpler operations of the trade. Work performed is generally common and most basic tasks of the trade. Accomplishes necessary job completion, cleanup, storage

of tools and materials, loading of equipment into vehicles, etc.

45%

2. Typical assignments include securing tools, equipment, materials, replacement parts, etc.; holding items and parts being worked on; preparing parts and materials for installation, and performing basic preventive maintenance on equipment. Performs general housekeeping functions, which involves cleaning, sweeping, mopping, disposal of refuse, operating power scrubbing machine, etc. 45%

3. Operates light automotive equipment (approximately 10% of time) up to 10,000 GVW truck to transport materials, supplies and personnel to and from work sites, requiring appropriate operator's permit. 10%.

Performs other duties as assigned.

NOTE: A valid state motor vehicle operator's license is required for incumbent to operate motor vehicles in accomplishing assigned duties.

SKILL AND KNOWLEDGE

Has basic knowledge of trade practices in the field of electrical equipment repair, maintenance, and insulation and the ability to use basic electrician power and hand tools such as drills, screwdrivers, various wrenches, and hand cutting and twisting devices. Has skill in operating controls for maneuvering and driving motor vehicles such as sedans, trucks, and carry-alls in a safe manner and ability to safely and efficiently load vehicles. Has ability to operate, control, and clean power equipment associated with housekeeping duties.

RESPONSIBILITY

Receives instructions on all assignments. Is provided advice and assistance on any problem situations, except in motor vehicle operation situations. Completed work is thoroughly reviewed for adequacy and timeliness.

Physical Effort:

Work requires walking, standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently lifts and carries parts and equipment weighing up to 40 pounds; occasionally handles items weighing up to 100 pounds. Uses frequent and sustained arm and hand movement in accomplishing work.

Working Conditions:

Position may be subject to shift or irregular work hours.

Works inside and outside, exposed to dirt, dust, electrical hazards, fumes, heat and refrigerant gases. Is subject to injury from use of hand and power tools, and to burns